



JACK O'CONNELL
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

1430 N Street

P.O. Box 944272

Sacramento, CA

94244-2720

May 13, 2003

Dear Perspective Bidders:

**REQUEST FOR PROPOSAL (RFP)
FOR TECHNICAL ADVISORY GROUPS**

This letter invites perspective bidders to submit a Request for Proposal (RFP) for objective technical advice on the operations of California's large-scale assessment programs and advice on the policy implications of testing decisions established by legislation, the California Department of Education, and the California State Board of Education.

The increased complexity of California's testing programs for K-12 students and the high stakes nature of these tests has greatly expanded the need for advice from experts in all areas of testing and curriculum. The Technical Advisory Groups will be composed of professional educators, practitioners, psychometrician, curriculum and testing experts, and as such, can provide a perspective that is independent of the California Department of Education. The Technical Advisory Groups can help clarify difficult issues about large-scale testing by providing the California Department of Education and the State Board of Education with alternative information to flesh out the advantages and disadvantages of relevant options.

The Request for Proposal is enclosed with this letter. The California Department of Education will select a contractor as Technical Support of the State's Assessment Programs in the manner specified in the RFP, and all technical and cost proposals will become public documents. It is anticipated that the contract will begin work approximately June 16, 2003, and continue through June 30, 2005. The allocation for the work described by this RFP is contingent upon continued funding through the annual budget process.

In addition to the information contained in the enclosed Request for Proposal, three key deadlines and conditions should be noted here:

- **Intent to Submit Form.** Potential bidders must submit to CDE the enclosed Intent to Submit Form by 1:30 p.m. Pacific Standard Time (PST), May 27, 2003. The Intent to Submit form may be faxed to CDE at (916) 319-0968, or delivered to the address provided at the conclusion of this letter. Please place attention to Vickie Evans.

- **Questions by Potential Bidders.** Because of the short timeline, there will be no bidder's conference, but bidders may submit written questions to CDE no later than 12:00 p.m. PST, May 22, 2003. Responses to all questions received will be available on the CDE Web site at <http://www.cde.ca.gov/statetests> by May 27, 2003. All potential bidders that submitted questions and an Intent to Submit form can receive responses via e-mail if the address of contact person is known.
- **Proposal Submission Deadline.** Ten copies of the proposal must be received by the Standards and Assessment Division by June 2, 2003, no later than 2:00 p.m. PST. This is so noted in Section 4.7 (Time Schedule) of the RFP. **Proposals must be submitted via regular postal service, express courier, or hand delivery to the address provided below, but it is the bidder's responsibility to ensure that the proposal arrives at the Standards and Assessment Division, Suite 5408, by 2:00 p.m. PST.** Transmission of the proposal by electronic mail (modem/internet) or facsimile (fax) will not be accepted.

The address for proposal submission is:

California Department of Education
Standards and Assessment Division
Testing and Reporting Office
1430 N Street, Suite 5408
Sacramento, CA 95814
Attention: Vickie Evans

The bidder, if submitted sufficiently in advance of the deadline, may correct proposals that do not contain the required criteria listed in the preliminary step. If the bidder does not correct prior to the deadline, then the proposal shall be eliminated from further consideration and review.

Sincerely,

Phil Spears, Director
Standards and Assessment Division

PS:ve
Enclosure